

**Minutes of the SDT Meeting  
held on the 21<sup>st</sup> November 2012  
in the Club Rooms at 7.30 pm**

**Attending:** John Rodwell, Sheila Garson, Graham Rendall, Julian Tait, David Holmes and Steve Bacon.

**In Attendance:** Eileen Phillips, Lynsey Leslie, Paul Hollinrake, Louise Hollinrake, Gail Vines, Alan Manzie, Kasha Jarosz and Debbie Sarjeant.

JR opened the meeting and explained that the main meeting would be preceded by a general discussion to enable the Directors to engage with the ferry and bus staff to inform decisions regarding the transport review.

JR also apologised for the timeframe of the issue of the papers.

Points raised in the discussion were the running costs and subsidies to the passengers, additional vehicles, rates of fares, timetable changes, zone charges and reworking of zones, staffing, booking arrangements, consultation with the community and providing a service.

This discussion was informal and formed the basis for the Board discussion.

At this point the Transport staff left the meeting and JR thanked them for their contributions.

SG asked that the staff be made aware that all discussion held within the informal meeting be kept confidential, JR mentioned that the staff had not been given access to the consultant's paper on the ferry.

The meeting was then called to order and JR gave the apologies.

**Apologies:** John Phillips.

JR asked if there were any declared interests and GR asked if the Board felt his contribution to the SWAP item would compromise him. The Board agreed that as he had no potential for financial gain that it was possible for him to be present during these discussions.

**Minute of the 17<sup>th</sup> Oct 2012:**

JR asked if there were any amendments to the minute. SG requested an amendment under GCA to state that 'J Richards at OIC' should read 'Councillor J Richards'. AM noted that in the same paragraph reference to Balfour Estate should be preceded by 'had intended to ask.' There was also a typing error in OOH Ferry which should read 'next' not 'nexg.'

Subject to these amendments, the minute was approved; proposed by SG and seconded by JT.

**Matters Arising** – none

## **Transport**

- **Bus Review**

Discussion was led on the proposal to use an additional vehicle for the service. It had been noted that of the 165 passenger journeys a large proportion of these were single users. Group Hires totalled 15 with a majority of these by the same group. Discussion on the use of a smaller vehicle for runs was explored with the Board in agreement to support the concept of a second vehicle with BIG Lottery funding. It was noted that this would be an asset to the Trust. SB asked that we seek confirmation from HMRC as to whether use of Trust vehicles could have implications for tax if drivers take the vehicle home. DS to action. DH asked if the use of the garage contractor's car to pick up and return drivers to home bore a cost to the trust and if so how much. It was confirmed that the rate for the journey was on a mileage amount of 45p per mile.

Discussion was then moved to pricing and zones for the route. It was proposed that the drivers would supply information to the Board regarding redefined zones and charges for decision at the next meeting. GR noted that groups could seek funding from other bodies to help with the costs of the fares.

AM noted that there had been a requirement to use paid drivers on the group runs due to other dial-a-bus bookings. This meant that the pool of volunteer drivers were underused and increased the costs to the Trust for these journeys. DS stated that the figures given in the transport paper were incorrect and the fare structure that was adopted at a previous SDT meeting stated that Group bookings with volunteer drivers would be charged at £40 and bookings using paid drivers would be charged at £20 per hour (£10 to cover the driver's wage and £10 to cover other costs). If the use of paid drivers for group bookings was applied then the fares for a specific group based on a journey of 3 hours (return) would cost the group £60 with a paid driver and not £120 as stated in the document. A subsequent group booking where the group went over on the ferry incurred cost to the group of carriage of vehicle and passengers on top of the half day hire. This was manned by a paid driver at a cost of £60 but the hire charge was £40 leaving a deficit to the trust of £20.

It was suggested that the use of the bus for groups with volunteer drivers would be more beneficial to the user and the Trust, whereas a small vehicle could transport small numbers of people at less cost mileage and fuel wise.

Booking arrangements were then discussed and it was decided to ask the Transport Coordinators to take bus bookings in addition to the ferry. It was noted that that potential for this arrangement had been discussed with the coordinators at the time of their appointment. JR said that discussion would need to be held with the coordinators to agree a process for this.

Garaging of the bus was the next item and this was reported as working well with costs to the trust of £100 per month; the bus was always clean and JP took pride in the appearance of the vehicle and maintained it well. JR mentioned that we had also received a letter from a young resident who was offering a valet service for the bus and also setting up the service to the public. It was agreed that at this time we were well serviced for the bus but if the small vehicle was adopted then there could be scope for these services to be used. DS to reply.

- **OOH Ferry**

Proposals were brought to the Board re fare structuring and this was discussed at length. A change to the timetable was suggested to run through the winter in the light of limited availability of crewing and it had been suggested by the master of the boat that he would be prepared to run at 7.00pm and 9.30pm. It was suggested that the later and earlier sailings would be undertaken with special arrangement with the master and given 24 hours' notice. GR noted that the 9.30pm sailing was too early for some and was there scope for a later sailing. Group bookings for functions that regularly take place in Kirkwall would find the earlier sailing unworkable and it was agreed that if the Group could give reasonable advance notice the time for the late sailing could be changed.

Discussion then focused on fares and it was agreed to increase the single fare to £5 in line with the consultant's recommendation. All journeys made after timetabled journeys would incur a £10 charge. It had been mentioned in the earlier pre meeting that costs for hospital journeys could be recovered from NHS Orkney and this was to be confirmed.

There were other issues highlighted in the consultant report which would need to be addressed at length and it was suggested that a Working Group be formed to discuss these areas. Nominations were discussed before agreeing this was better addressed by the full Board as a single issue project group. JR mentioned that Balfour Estates had an interest in hiring a service from us and had also been looking into the use of a boat to transport cruise passengers to Shapinsay. It was considered whether Balfour Estates, Groats Charters and other stakeholders should be included in the Working Group and the Board decided to invite others to meetings as necessary rather than engage them as members of the committee.

It was decided that an additional meeting would need to be held to take forward this proposal.

### **BLF Outcomes**

- **Internet , Broadband and Wifi**

KJ reported that papers for this subject would be available to the Board hopefully in December. Document is in draft form at present.

- **Youth Project**

No progress

- **Age Concern Consultation**

No progress reported and it was decided to ask AM to clarify the position.

### **Turbine Funds**

- **SWAP**

Papers had been distributed for two applications.

Paper one was for IT Equipment for the School. This application had not scored highly as the feeling of the staff was that it was a statutory body rather than a group application, also the OIC have budgets for IT equipment which would require further investigation. The Board discussed the proposal and

decided to refer the application back to the proposer with the following comments:

The application would be better addressed from a community group and propose that the Parent Council take this forward. In addition the School investigate with the OIC IT department the possibility of financing the computer and camera equipment. It was also noted that the Trust have a projector and screen for community use which could also be used by the School.

Paper two was for blackout blinds for the Community Centre hall. This application was well received by the Board and it was decided to fund this application. One note that came from the discussion was to inform applicants that funding would be received more favourably if additional funders were also approached. Possible applications to the Community Council should be suggested to groups seeking additional funders.

DS mentioned that the initial £10000 allocated for the SWAP Fund would need to be reviewed as the balance prior to financing this application sat at £3401. It was agreed to transfer an additional £10000 from turbine gift aid to SWAP.

KJ mentioned that the scoring for the applications could be improved and she would bring further information to the next meeting.

- **Community Benefit**

One proposal which AM had been looking into was the possibility of fuel discounts, including heating oil and vehicle fuel, working in partnership with Orkney Business Ring. It was agreed to seek and update and see if we can take this forward.

#### **Employment Sub Committee**

JR said that the group had met and were preparing the Terms of Reference. A report would be available at the next meeting.

#### **Access to Shared Files**

This item was carried forward to the next meeting

#### **Staff Reports**

KJ and DS handed out reports and KJ mentioned the conference in Inverness and the projects re care in the community which would be useful to the Trust.

#### **SRL Report / Turbine Operation**

The minute of the last meeting had been circulated. SG said a meeting of the SRL Board took place on Saturday following AM's resignation. It was agreed to advertise for a new Turbine Operator to replace DM and ease the burden of the winter period. The Board had agreed to re-employ AM on a short term basis until January on a 7 hour per week contract reviewable monthly thereafter. JR mentioned that he had information from HIE re. funding of this post and would discuss with the employment Sub-committee. SG said that

CES had undertaken a short film of the Shapinsay Project and this had been received well at the CES Conference.

### **Accounts and Internet Banking**

Papers had been passed to Directors and DS noted that there were no issues with the accounts.

With regard to the internet banking it was decided to bring further information to the Board at the next meeting.

### **Correspondence**

DS had received a membership request from OREF and would find out if this was more applicable to the Trading Sub.

### **AOB**

JR reported on a request for transport from an OIC Carer in order to visit a client. He explained that the person, who lived in Shapinsay, was under the impression that this service was undertaken for OIC Carers. DS and SG clarified that this service was offered to OIC when there were no carers on island and the possibility of them having to send over carers from the mainland, therefore it was only offered as a temporary measure.

DS commented on the number of free of charge runs being undertaken by the bus for Age Concern workers and OIC carers and it was concluded that a misunderstanding had arisen about the Board's intention.

The Board discussed this issue and agreed that AM should let the drivers and the carers know that they would have to pay for transport to and from place of work in future. It was also noted that Age Concern workers had opportunity to claim mileage from their employer.

At this point DS and KJ left the meeting and discussion in camera was held with the Board.

KJ and DS re-joined the meeting and JR closed the meeting and thanked the Directors and staff for attendance.

It was agreed to schedule an additional meeting on 5<sup>th</sup> December to consider longer term OOH ferry planning. DS to action and report back to the Board.

The date of the next meeting is 19<sup>th</sup> December.